

## ARE YOU COMPLIANT?

**GDPR comes into effect from May 25, 2018. GDPR will continue to evolve beyond this date.**

**Do you have the evidence required to prove accountability if challenged and how confident are you that you are fully compliant?**

### WHERE TO START

**DLM-Group will help you with their toolkit**

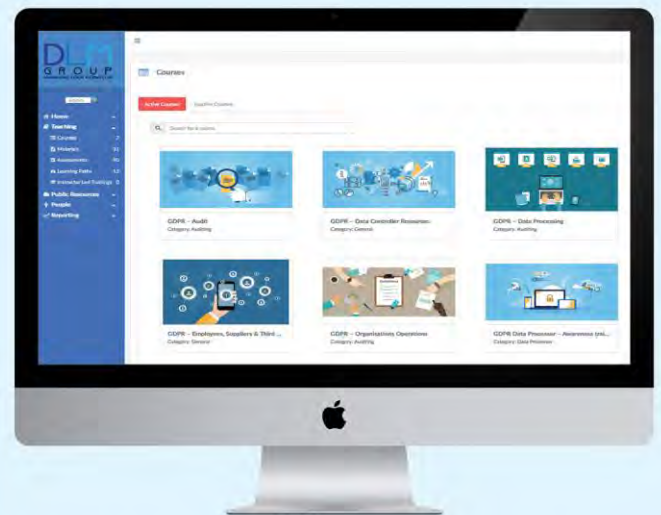
#### THE TOOLKIT

This is a comprehensive guide to GDPR policies, procedures and plans related to GDPR compliance. It provides the training that you will need for emergency plans and procedures in the event of an audit or addressing the rights of individuals. The easy-to-use toolkit will guide you through the steps of information gathering and protection.

#### THE RESULT

Your documents, risk assessments, evidence-based documents, reports, policies and procedures will be in order and, in the case of being investigated or audited, you will be able to show that you are fully compliant.

You will also be seen as a 'best practice' organisation that people will want to work with or for.



Data processors and controllers will now face greater accountability so it is essential that those responsible follow procedure.

There are new rules that if not adhered to could prove extremely costly for your business or organisation.

**Contact us on 01903 255389, [info@dml-group.co.uk](mailto:info@dml-group.co.uk) or go to the link below to register**



**GDPR – Data Protection Module**



**GDPR – Employees, Suppliers and Third Parties Module**



**GDPR – Organisations' Operations Module**



**GDPR – Data Processor, Awareness Training Module**

AS A GOOD BUSINESS MANAGER or owner, you have to be aware of the procedures and protocols regarding the new General Data Protection Regulation (GDPR).

This easy-to-use toolkit will lead you through the complexities of the new legislation and will provide comprehensive training needed by Data Controllers, Data Processors and Third Parties. You can use it online at your leisure and receive certification on completion.

## THE ISSUES

Organisations in breach of GDPR can be fined up to 4% of annual global turnover or €20million (whichever is greater) for the most serious infringements e.g. not having sufficient customer consent to process data. Consent must be clear and distinguishable from other matters and provided in an intelligible and easily accessible form, using plain language.

## THE BENEFITS OF USING THE TOOLKIT

Aside from the legal obligations, you will have procedures and policies that will give improved security, plus customer and staff satisfaction. DLM-Group can provide the following GDPR services:

- Privacy Impact Assessments (PIA)
- An outsourced Data Protection Officer (DPO)
- Creation of templates for evidence-based information and policy procedures
- Crisis management – dealing with complaints or unforeseen issues.

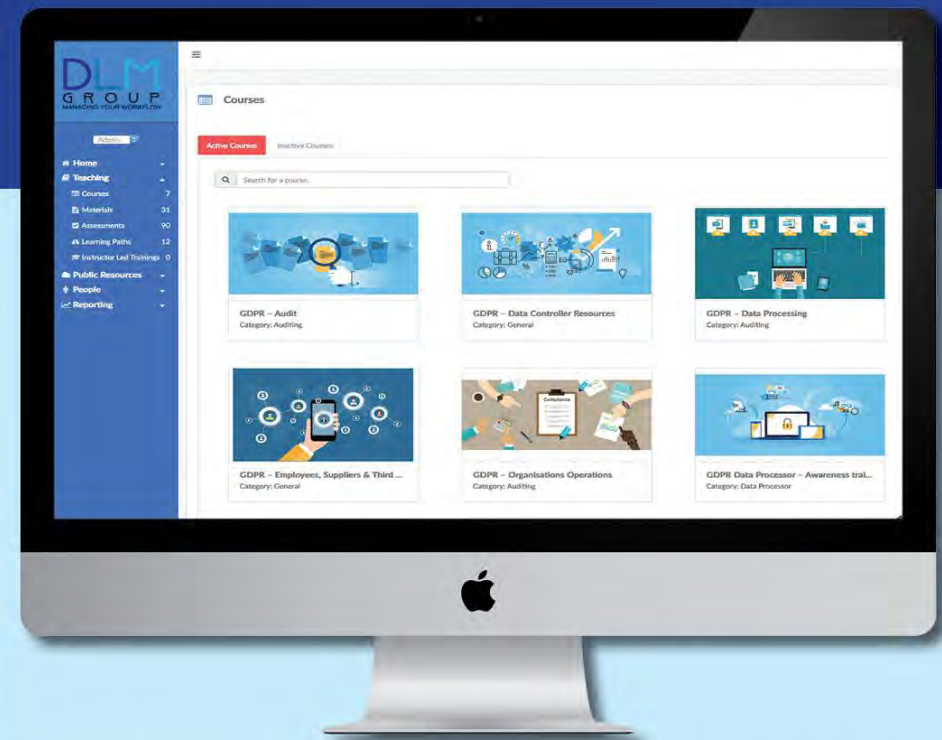
The new General Data Protection Regulation will take place from May 25, 2018. To some, the prospect of having to learn all the new regulations will be daunting, so our GDPR tool kit is the complete system that aims to simplify the process of the GDPR Compliance journey.

The framework comprises our online GDPR Compliance Assistant which is an easy-to-use question and answer-based GAP Analysis tool, detailed supporting documentation, a full audit trail of evidence for you to be able to demonstrate that your organisation is operating within GDPR guidelines, and with remote consultancy to support you throughout the process.

Our GDPR framework is designed for any company size – from home-based micro-businesses to large enterprises who may already have set up a GDPR team in-house. If you need to be GDPR compliant quickly and easily then our framework is made for you.

**The DLM-Group GDPR Toolkit includes:**

- Data protection policy training
  - Information security policy
  - Data protection impact assessment procedure
  - Retention of records procedure
  - Subject access request form and procedure
  - Privacy procedure
  - International data transfer procedure
  - Data portability procedure
  - Data protection officer (DPO) job description
  - Complaints procedure
  - Audit checklist for compliance
  - Privacy notice
- And much more.



## PROJECT TOOLS TO ENSURE COMPLETE COVERAGE OF THE GDPR:

**Gap Analysis Tool** – check your organisation’s current stance against personal information management system best practice

**Data Protection Impact Assessment (DPIA) Tool** – answer a set of questions as to whether you need to carry out a DPIA, enabling you to record where data is collected and processed

**Documentation Dashboard** – keep track of all your documentation and its approval process as you go

**Up to five licences for the Staff Awareness Course** – introduce the GDPR and key compliance obligations to your organisation

**Guidance Documents** – Pseudonymisation, minimisation and encryption guidance

**Practitioner Guidance** on selected toolkit items.

# Making sure that you are ready for the new rules

## **£95 +vat** GDPR Toolkit

Templates and procedures  
One hour web conference

Optional £30 per month  
Data Protection Officer

Applicable to sole traders, and multi-level marketing organisations.

## **£195 +vat** GDPR Toolkit

Full Gap Analysis Report  
Up to three hours' video conference  
Up to five users' awareness training  
One yearly audit

Optional £80 per month  
Data Protection Officer

Applicable to Ltd companies with two employees+, non-sensitive data processing, non-direct marketing and members' clubs with fewer than 200 members.

## **£695 +vat** GDPR Toolkit

Up to twenty users' awareness training  
Full gap analysis report  
Up to three hours' video conference  
Two audits yearly  
Half day, on-site, one hour follow-up report

Optional £150 per month Data Protection Officer

Applicable to education, health, finance and insurance institutions, charities, public authorities or bodies, member organisations of 200+

**On-site Bespoke Consultancy**  
**£895 +vat per day**